



INSTRUCTIONS FOR SUBMITTING AN OFFER ON ONE OF OUR SHORT SALE LISTINGS:

1. Please advise your buyer that we will need their patience. It can take **60-90 days** to get an approval from a short sale lender, and potentially a few more weeks to get to closing. We will be working diligently with the lenders to expedite the process, but the timeline is out of our control. We recommend estimating closing 120 days or 4 months from the offer date.
2. You and your buyer's timely response in acknowledging communication and providing necessary documentation **will expedite the process**. If we send a document that needs to be completed or signed, send it back within 24 hours.
3. **Earnest money is required.** It will be made out to "Keller Williams Realty Lanier Partners".
4. Advise your buyer that the SS lender's willingness to approve low-ball offers is not likely. Their decision will be based on an appraisal, the condition of the home, and time on the market. Do your due diligence in researching prices before submitting an offer. We have all of our short sale listings competitively priced, and low offers will likely be declined. If you are presenting a low offer, but feel that the price is justified by market comps that our team has missed, feel free to submit them with your offer.
5. Please understand that we value your time as well as our own. We will do everything in our power to get this transaction to the closing table quickly. We will follow up with you any time we have any updates to share.
6. **Binding Agreement** : starts upon agreement of terms between buyer and seller. The Short Sale Lender(s) have NO IMPACT on binding agreement date.

Due Diligence Options

1. Due Diligence Starts at Binding Agreement - leave contract as is
 - a. Benefits include knowing any and all faults that may lead to future price reductions. This can help us "argue" a lower price with the short sale lender from the beginning.
 - b. Gives your buyer peace of mind that the house they are waiting for has no "secrets"
 - c. For a list of property inspectors that will offer a 2nd inspection for **A DISCOUNT** (if our contract falls through), please call or email us.
2. Due Diligence starts after short sale approval - must add a special stipulation:
 - a. *All parties hereby acknowledge and agree that all time limits relating to the due diligence period shall not begin until all parties have received written notice from the seller's bank(s) that this offer has been accepted.*

_____ **Buyer 1 Initials/** _____ **Buyer 2 Initials/** _____ **Selling Agent Initials**

Please make sure the following are in your offer package:

- **Purchase & Sale Agreement + any contingencies (financing, appraisal, etc)**
- **Buyer's Proof of Funds or Pre-approval Letter**
- **Copy of the EM Check**
- **Short Sale Contingency Exhibit**
- **If your buyer is an LLC, please include the LLC articles of incorporation**
- **Signed Lead Based Paint Exhibit (If Applicable)**

We appreciate your interest in submitting an offer. Please direct any questions about this process to Brittany Purcell. We are happy to answer your questions and concerns. Brittany has a reputation for getting short sales to the closing table in a timely manner - We look forward to doing business with you!

SIGNATURES MUST BE IN REAL INK!!! NO ELECTRONIC SIGNATURES!

Buyer's Signature

Date

Buyer's Signature

Date

Selling Agent's Signature

Date